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Buckinghamshire, Oxfordshire and Berkshire West Joint Health Overview and Scrutiny Committee Agenda Supplement

Date: Thursday 15 June 2023

Time: 10.00 am

Venue: The Oculus, Buckinghamshire Council, Gatehouse Road, Aylesbury
HP19 8FF

Agenda Item	Time	Page No
8 Update on implementing engagement strategy The Communications and Engagement strategy is due to be discussed at the Integrated Care Board meeting on 18 th July. The Board will reflect on the feedback and experience from engagement and involvement with the public and stakeholders over the last year. This item provides an opportunity for Committee Members to discuss their own experiences and to feedback to ICB colleagues.	11:40	3 - 10
9 JHOSC working protocol The terms of reference for the JHOSC have been formally agreed by each authority. The purpose of the attached paper is to provide further details on how the JHOSC will operate. It is currently in draft format so Members will have an opportunity to discuss the paper and agree the next steps.	12:00	11 - 14

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Liz Wheaton democracy@buckinghamshire.gov.uk
01296 383856

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Buckinghamshire Oxfordshire and Berkshire West Joint Health Overview and Scrutiny Committee meeting - 15th June 2023

- **Engagement Strategy Update**

Nick Samuels, BOB ICB Interim Director of Communications and Engagement

What is BOB?

- We are an NHS Integrated Care Board ICB that exists to improve the health and wellbeing of the people we serve.
- We aim to keep people well and independent and avoid ill health.
- BOB ICB plans and funds NHS services for the people of Buckinghamshire, Oxfordshire and Berkshire West
- We form a system in partnership and collaboration with local councils, charities, the voluntary sector, universities and our communities

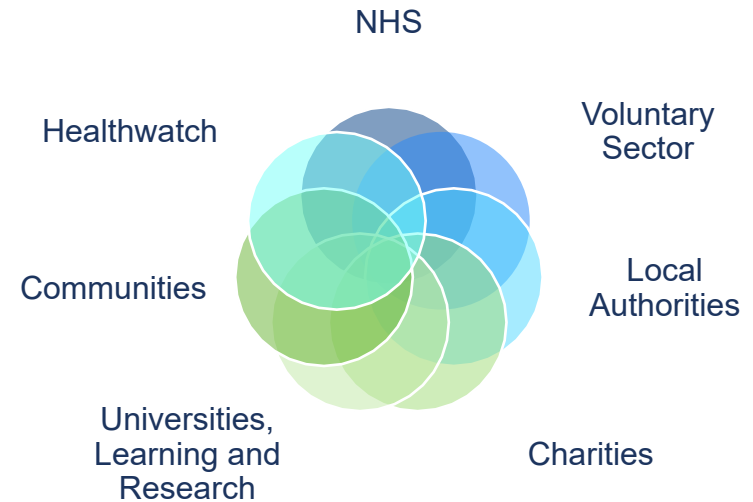


- BOB is an NHS organisation that exists **to improve the health and wellbeing of the people it serves.**
- We fund and plan NHS services for the people of Buckinghamshire, Oxfordshire and Berkshire West which are wonderful places to live, work and enjoy life.
- We don't want inequality, ill health, physical or mental, to exclude people from the benefits, opportunities and pleasures of the communities they live in.
- With our partners we have created a Joint Forward Plan to support people throughout their lives to Start Well, Live Well and Age Well.
- This is a shared ambition with our partners in the NHS, local authorities, the voluntary, charitable, education and research sectors that we will fulfil together.

Producing the Engagement Strategy

- Discussion in Board Development
- Feedback and experience from engagement and involvement in 1st year
- Communications and Engagement Strategy for Board Meeting decision on 18 July 2023
- Promoting, enabling and nurturing an involvement and coproduction culture, behaviour and infrastructure
- Reaching all areas and elements of the ICB landscape

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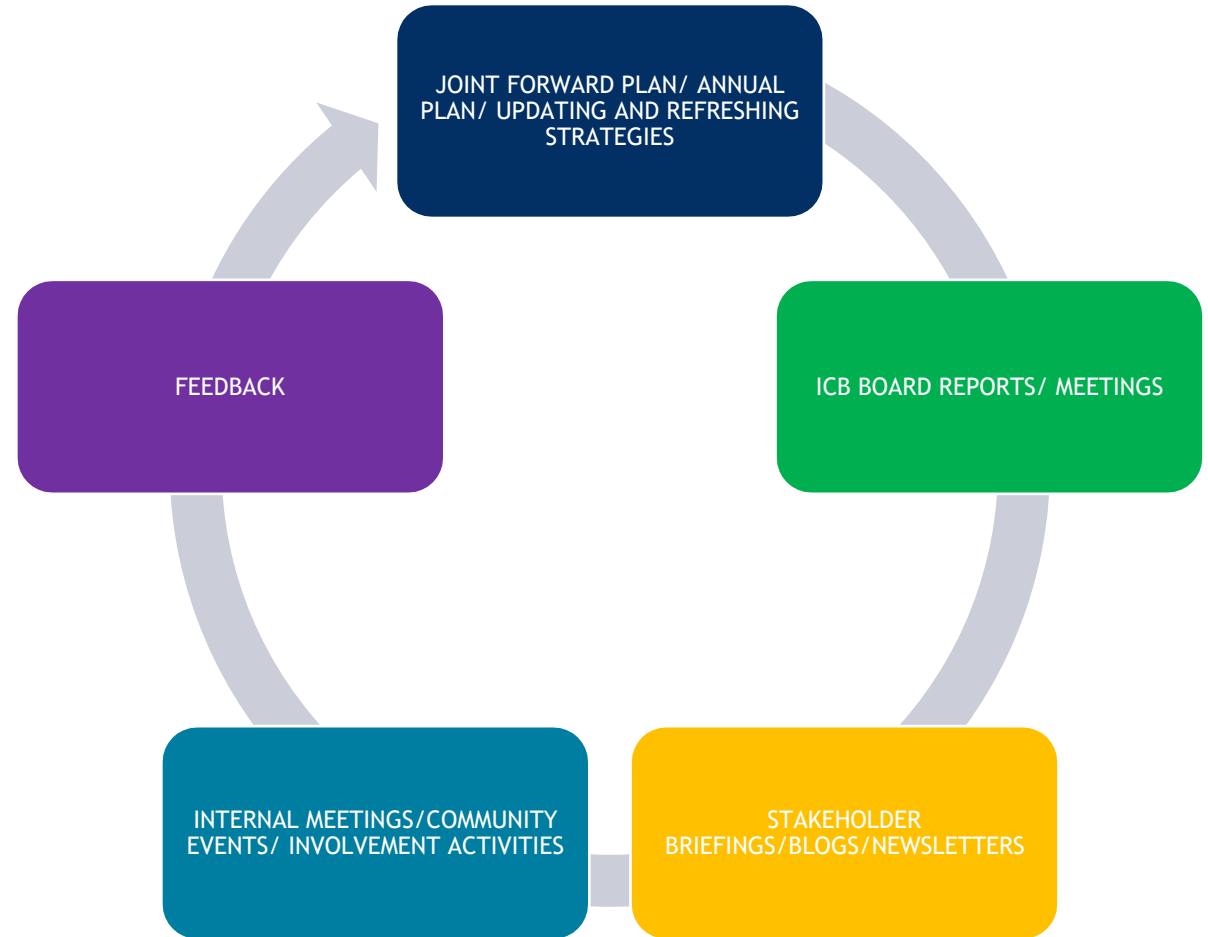
Approach to Engagement

- BOB ICB has a unique role as a champion, enabler, platform and arena for integrated thinking, planning, engaging, involving and accounting for the progress of its mission.
- This means being an active convener of partners to collaborate on progress, pool resource and expertise and deliver mission outcomes.
- BOB will be the enabler of conversation, dialogue, inclusion that creates insight and understanding from its communities and stakeholders that is both responsive to them and informs and recalibrates the mission for its partnerships.
- The ICB engagement culture needs to be grown and earn the trust and respect of its audiences through its consistency in all its work and through an attitude of being interested, curious and responsive to what people think and want. The culture that develops will be about *wanting* to be enriched by dialogue and other peoples' ideas and not *having* to listen.
- Audiences will need to feel and sense that difference for relationships and coproduction to become mutually fruitful.

A Cycle of Continuous Conversations

- We will establish a cycle of continuous communications and engagement
- Sustainable coproduction and involvement
- Key behaviours underpinned by systematic, consistent, persistent and reliable approach and delivery
 - Convener
 - Coproducer
 - Enabler
 - Engager
- Promote and nurture a culture of involvement and partnership
- Cycle will be timetabled and completed between Board meetings

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Developing the capability to engage

- The cycle creates an expectation of communication that becomes a habit for the organisation and its audiences, and that nurtures the engagement culture we are seeking to create and turn into a core behaviour.
- The right communications products and activities need to be tailored to audiences' dynamics and characteristics through calibrating the content, granularity, focus and objective of the conversations to audience interests and preferred ways of engaging.
- Our audiences have multiple divisions, definitions and nuances within them and many will not share our definitions of them. Therefore, understanding our audiences and relationships is a key step to planning how to grow the quality of the relationships to enhance mutual understanding linked to fulfilment of the ICBs mission and vision. The ICB will work with partner organisations in the NHS and local authorities, the VCSE sector and Healthwatch to develop a clear understanding of its audiences and how to include them in the cycle and engagement activities.
- Where possible the ICB will work through existing structures, networks and relationships rather than invent or duplicate, and will work with partners to address areas of exclusion when they are identified.
- The ICB has recently appointed a Community Involvement Officer and has trained staff to produce Easy Read versions of ICB documents.
- We are exploring the establishment of Citizen's Panels and considering how to support Place-based Partnerships engagement.
- We will also work with partners to establish a Public Involvement Advisory Panel to provide advice and where required, critical friendship, for the ICB's engagement and coproduction work.

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Buckinghamshire, Oxfordshire and Berkshire West
Joint Health Overview and Scrutiny Committee
Draft Operating Framework (May 2023)

Background

Whilst the terms of reference (ToR) for the Joint Health Overview and Scrutiny Committee (JHOSC) have been agreed by the five local authorities within the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System (BOB ICS), the purpose of this paper is to provide more details around the day-to-day operating framework for the Committee. It is worth noting that the Integrated Care Board, Integrated Care Partnership and Place-based partnerships have developed since the ToR was agreed which has led to more clarity around the structure and governance of the BOB ICS.

Formal meetings

The ToR states that the JHOSC will meet at least twice a year with the Integrated Care System Leads to ensure oversight of key priorities and deliverables at system level. The appointment of key personnel within the Integrated Care Board is ongoing but the JHOSC will continue to build relationships with Board Members and other key partners.

Following the election of chairman in January 2023, the formal JHOSC meetings will take place in Aylesbury at the Buckinghamshire Council offices. These arrangements will remain in place until January 2025, as stated in the ToR.

Work outside formal meetings by whole Committee

As already experienced, there have been occasions when the ICB and ICP has issued draft strategies which require a response from the JHOSC within a given timescale. For example, the ICP Strategic Priorities and the 5-year joint forward plan.

In these situations, the Chairman will circulate the relevant information to JHOSC Members, request their feedback and then prepare a formal response on behalf of the Committee. The response would then be circulated to JHOSC Members for agreement by a given deadline and no response would be taken as approval.

Usually, the final version would be attached to the agenda for the next formal meeting, normally as part of the Chairman's update.

Working Group arrangements

As stated in the terms of reference, the JHOSC may appoint working groups of their members to undertake specific in-depth pieces of work. Appointments to such working groups will be made by the Committee, ensuring political and geographical balance as far as possible.

- Working Groups would be established by agreement of the JHOSC and a scoping document, outlining the aims and outcomes for the piece of work would be agreed by the Chairman.
- Working groups would be administered by the host authority, with support from Democratic Service Officers from the other constituent authorities. Working Groups would use arrangements suited to their purpose and would not be required to meet in person unless agreed by the Committee.

Information sharing

To help increase understanding of the health and social care issues being scrutinised across the BOB ICS, a combined calendar of health meetings has been developed. The link below is to the current version although this will need to be owned by the host authority for the purposes of centrally updating it.

[2016 Monthly Calendar \(modern.gov.co.uk\)](https://modern.gov.co.uk)

Each authority to send a copy of their health scrutiny agenda to the JHOSC clerk once published who will circulate, on a monthly basis, to health scrutiny officers within BOB. This would include any ICB and ICP meeting papers during that month.

Each authority to be responsible for ensuring the calendar of meetings is accurate for their meeting cycle. Any changes should be sent to the JHOSC clerk.

Information received by the Chairman in relation to the BOB ICS, including new appointments, will be circulated directly to JHOSC Members.

The following areas are covered in the ToR but below provides more specific detail.

Officer Administration of the JHOSC

- The Local Authority of the Chairman is the Lead Authority for clerking and administering the JHOSC. They are responsible for producing the agenda and liaising with attending officers.
- The Clerk of the Joint Committee will give notice of meetings to all members. At least five clear working days before a meeting, the relevant officer will send an agenda to every member specifying the date, time and place of each meeting and the business to be transacted, and this will be accompanied by such reports as are available.
- Any such notice shall be given by email.

Attendance & Virtual Arrangements

- Attendance at meetings of the JHOSC is expected to be in person (both JHOSC Members and presenters). In exceptional circumstances, attendees may attend virtually (see below). This would need to be agreed with the Chairman and JHOSC clerk in advance of the meeting.
- Virtual or Hybrid meetings would be held on the virtual platform specified by the Chairman. This is currently Microsoft Teams.

Agenda items

- Items for consideration at JHOSC meetings would be suggested at meetings, or in discussion outside the meetings, to be agreed with the Chairman.
- Healthwatch would present one combined report per year to the JHOSC. The meeting for this would be agreed with the Chairman.

Next steps

JHOSC Members to agree the draft operating framework at its meeting on 15th June 2023.

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